

Washington State Department of Social & Health Services, Division of Alcohol and Substance Abuse (DASA), Northwest Frontier Addiction Technology Transfer Center (NFATTC), and Substance Abuse and Mental Health Services Administration's (SAMHSA) Center for Substance Abuse Treatment (CSAT),  
*present*

Addiction Technology Transfer Center Network

LEADERSHIP INSTITUTE

*Unifying science, education and services to transform lives.*

March 3-7, 2008  
Hotel Deca  
Seattle, WA

## INTRODUCTION

The Northwest Frontier Addiction Technology Transfer Center (NFATTC) and Washington Department of Social & Health Services, Division of Alcohol and Substance Abuse (DASA) are offering a unique professional development opportunity to individuals in the addiction field or active in peer support activities. The Leadership Institute is designed to facilitate the development of the current and future leaders of our profession. With the many challenges facing the addiction workforce it is important that individuals be identified for promotional opportunities and that these individuals are prepared when opportunities arise. Offered in partnership with the Substance Abuse and Mental Health Services Administration (SAMHSA) Center for Substance Abuse Treatment (CSAT), this Institute will use a combination of educational experiences and mentoring to prepare addiction professionals and recovery support people to move into positions of leadership and/or become leaders. DASA and NFATTC are pleased to offer the Leadership Institute to professionals and others in Washington. We are confident that this will be a rewarding and beneficial experience to all who participate.

### Why Participate in the Leadership Institute?

Participants in the Leadership Institute will:

- Develop individual leadership skills;
- Learn more about his/her personal leadership style;
- Meet other developing leaders;
- Gain practical experience to take into the “real world” and their organization;
- Receive individualized attention for leadership development; and,
- Earn a Certificate in Leadership to validate the hours of training as well as completion of a leadership project and 20 continuing education hours.

Attendance at the Leadership Institute is limited to 20 participants. Each participant will be nominated and then screened by a selection committee.



## What Will the Leadership Institute Offer?

This leadership preparation program provides a balance of traditional training seminars, distance education, and field experiences. This six-month long program requires commitment on the part of the Institute protege and the agency in which the protege is employed.

The Institute incorporates a four-phase design that will lay a foundation in developing leadership and management skills which includes:

### Phase 1 – Assessment

**Timeline:** Completed the month before the Immersion Training.

Proteges complete a formal assessment of their leadership and management interests, values, and skills through a standardized assessment instrument and feedback process. Supervisors, peers and persons who report directly to them participate in this 360 degree assessment.

### Phase 2 – Training Experiences

**Timeline:** Immersion training is March 3-7, 2008. Booster Session will be on April 14-15, 2008.

Proteges participate in a five-day Immersion Training that provides the framework and knowledge for understanding the theory and practice of leadership and management. Additionally, each trainee is required to take at least 20 hours of continuing education (CEU) training, during the six months after the Immersion Training, based on the individualized development plan. A 2-day Booster Session scheduled for April 2008 will provide 14 of the required 20 CEUs. There will be no cost for this training.

### Phase 3 – Experiential Learning

**Timeline:** Completed during the six months after the Immersion Training.

This phase moves the protege from the classroom to a relevant setting in their own organization to hone some of their leadership competencies. Each protege is paired with a mentor and will be required to complete leadership project.

### Phase 4 – Completion Ceremony

**Timeline:** One-day meeting in late August, 2008.

The Leadership Institute culminates in the protege's presentation of their individual projects to current leaders, after which a certificate of proficiency will be awarded along with a luncheon.

## Who Is Eligible?

Individuals who will benefit from this opportunity should hold positions that manage the work of others and possess some authority in the decision making structure of the organization or are in decision making positions in peer support projects. The primary goal of the Leadership Institute is to cultivate new leaders within the addiction field and recovery support arena through the enhancement of knowledge and development of competencies.

## Nominating Proteges

Participation in the Leadership Institute is open to persons who work in addiction treatment agencies or are active in peer support activities in Washington. Potential candidates must be nominated through submission of the nomination form in this brochure and will be selected for participation by the Leadership Selection Committee based on the information provided. (SEE INSERT)

**NOMINATION FORMS MUST BE POSTMARKED BY JANUARY 11, 2008 AND CANDIDATES WILL BE NOTIFIED BY JANUARY 18, 2008.**

Candidates for this program are to be nominated by an agency director or another supervisor from within their agency. Candidates should have  
(over)

demonstrated an ability for management and leadership, as well as a willingness to learn and grow. **It is critical the agency agrees to allow the trainee the time needed to complete all requirements, and to provide opportunities for them to test new skills.**

The Leadership Selection Committee will select up to 20 candidates for the Institute who:

- Possess a personal and occupational commitment to the addiction treatment field or recovery peer support development;
- Are currently employed in a supervisory position within an addiction service agency or active in a peer support project;
- Demonstrate current and potential leadership skills as indicated by professional recommendations;
- Make a commitment to fully participate in the training and assessment of their personal leadership skills by managers and co-workers; and,
- Provide verification that the agency is committed to the person-hours required to learn and apply the leadership model/training. Requirements include class hours, preparation prior to Institute, self-study time, personal action plan and plan implementation, and completion of their tailor-made leadership project.

## **When & Where Is This Offered?**

The initial five-day Immersion Training will be held March 3-7, 2008 at Hotel Deca, 4507 Brooklyn Ave. NE., Seattle, WA. (Near the University of Washington district) Lodging and registration information will be provided to those who are accepted as proteges.

## **What Are The Costs?**

Travel, food and lodging costs will be paid by funding provided by the Division of Alcohol and Substance Abuse (DASA), Northwest Frontier Addiction Technology Transfer Center (NFATTC), and Substance Abuse and Mental Health Services Administration/Center for Substance Abuse Treatment (SAMHSA/CSAT).

**Registration fee = \$100.00**  
**Registration fees for selected proteges should be mailed to:**

**NFATTC**  
**810 D Street, NE**  
**Salem, OR 97301**

**For more information, contact Mary Anne Bryan at NFATTC at (503) 378-6001 or email at [bryanm@ohsu.edu](mailto:bryanm@ohsu.edu)**

